

ADR Council Minutes  
September 9, 2004  
1:30 p.m.

I. Welcome

Palmer welcomed everyone to the ADR Council Meeting.

II. Updates

a. DWS Pilot

Darren of DWS reported on the pilot program at the Division of Workforce Services. He reported that they met with the Operations Division and were able to work through issues and focus on outcomes. They will have key words that will initiate a dispute resolution for food stamps childcare services.

b. CSRB Pilot

Palmer reported that DHRM has completed its second successful mediation in the CSRB pilot. Although a written agreement was not reached, the grievance was dropped.

Two other cases are being scheduled for mediation. These cases will be assigned a mediator. A discussion took place regarding the acceptance by the parties of an assigned mediator. Jane Phan reported that the Tax Commission has only received one request for an outside mediator.

c. "Make Nice Training"

Michelle reported that they have changed the title of this training to, "Don't Get Mad, Be Even: Moving From Emotions to Problem-solving in High-Conflict Conversations." They are in the process of planning the training. The "Train the Trainer" session will be held on November 15.

Michelle has a legal intern working with her who can work a portion of 100 hours on the ADR Council and any other projects associated with ADR. If anyone has something you need done on ADR, contact Michelle.

d. UIR Summit

This is an annual summit and was formerly referred to as UACIR. Palmer distributed a registration form and provided a brief overview of the upcoming meeting. The meeting will be held at the State Office Building Auditorium and lunch will be served. Cheryl will post the registration form on the ADR Internet page.

IV.    Revised Executive Order

Palmer distributed a new revision of the Executive Order. Any new changes are in bold print. Gary Doxey asked for a draft copy because he plans to submit the Executive Order to Governor Walker before she leaves offices. Palmer requested input from Council Members. Cheryl will send this out electronically to all council members.

V.    Discussion – ADR Coordinator Position

Palmer asked the Council to review the ADR Coordinator position description paying close attention to the purpose, skills and abilities. DHRM will screen the applicants and build a pool of candidates. Palmer invited the Councils' participation in this process. Palmer will not be a part of the screening because he feels that he will know too many of the applicants. The second sheet describes how this position will be advertised and lists the position as a limited time position and is funded on grant availability. The plan is to target advertising to the communication and law departments of Universities, the UCCIR Association, UDR, and the state job listing. The salary is competitive with the salary of attorneys hired out of law school.

Any input on the job description can be submitted to either Palmer or Cheryl.

VI.    Other

Conflicts for upcoming meetings:

DWS has a conflict with the Council meeting scheduled for October 14, and asked if it is possible to slip the meeting to October 21.

November 11 is Veteran's Day. Cheryl will be asked to put out an E-mail to meet on the third week of October and November.

Adjourned at 2:25 p.m.